



## Would you like to join our team....

An exciting opportunity has arisen for an **Experienced Bookkeeper** to join our Team.

Stopfords are one of the leading Accountancy practices in Mansfield serving clients across the East Midlands. Our team comprises of high-quality individuals who work hard to meet our client's needs whilst being part of a friendly and supportive group of professionals. If you are a diligent bookkeeper who is motivated to provide the highest quality of service and are looking for your next career step, we want to hear from you!

The role would enable you to work alongside a strong Bookkeeping Team, who would be able to give ongoing support as and when required. You will work closely with the clients to manage and maintain their accounting records.

The role would ideally suit someone who has experience of working on multiple Bookkeeping clients across varying industry sectors.

Your key responsibilities will include:-

- Preparation of weekly, monthly & quarterly bookkeeping for small to medium sized businesses,
- Preparation and submission of VAT returns,
- Preparation and submission of CIS returns (training can be provided),
- VAT reporting ensuring VAT compliance,
- Assisting clients with bookkeeping queries & software queries,
- Prioritising workload effectively to meet set deadlines,
- Working with varying software packages including Sage, Xero & Quickbooks,
- Able to carry out ad-hoc assignments, as required.

You should have excellent written and verbal communication skills, be confident in a client facing role, motivated to provide the highest quality of service to our clients whilst being a strong team player.

Why choose Stopfords?

- A working environment that empowers you to work at your best through the opportunity of hybrid working.
- Competitive salary.
- Bonus Referral Scheme for the introduction of new clients so when we benefit, you do too!
- Regular team social events.
- Free on-site parking.
- Within walking distance to local transport links.

Please send your CV to our Office Manager, Ruth Wilson at [ruth@stopfords.co.uk](mailto:ruth@stopfords.co.uk)